



Now Hiring!

Assistant Public Works/Utilities Director
Salary Range 34

Annual: \$81,599 - \$114,245

Hourly: \$39.23 - \$54.92

Job Summary:

Under general supervision of the Public Works / Utilities Director, assists with the management, operation, and maintenance of all City of Ennis water and wastewater programs.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Administrative, financial, and managerial responsibilities for planning and directing the maintenance and construction of the City's water and wastewater infrastructure.
- Assist with direction of the daily operations and activities of assigned staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance staff for the Utilities divisions.
- Manages department projects, assigned staff, and contracted professional services providers; ensures proper execution of all phases of assigned programs and projects.
- Directs the development of project design, scope of work, criteria, standards, and specifications; resolves complex problems, and ensures conformance to project plans, accepted engineering practices, and to city, county, state, and federal regulations.
- Researches, develops, and recommends policies by continuous assessment of the needs and processes of the department operations, including standard operating procedures.
- Analyzes and implements strategies to accommodate the changing requirements of the department to meet the goals established by city management.
- Prepares and presents reports on project performance and financial status; participates on various technical and advisory teams, providing advice and information on project status.
- Ensures project deliverables meet scope, schedule, cost, and quality requirements.
- Meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities; monitors operations to identify and resolve problems.
- Writes various analytical reports and makes technical estimates of a specialized nature in connection with various projects.
- Analyzes financial and resource information; develops and manages budgets.
- Performs other duties as assigned or requested.

SUPERVISION EXERCISED: Exercises direct supervision over a staff of professional, technical, and administrative personnel.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Civil Engineering, or equivalent and ten years' progressively responsible supervisory experience in utility or municipal operations preferred. Water or Wastewater operations experience and licensing preferred.

Knowledge of:

- Water and wastewater operations, streets, storm water, sanitation and general design principles and practices of civil engineering.
- Federal, state, and local regulatory requirements for water, wastewater operations.
- Budgeting methodology and general business administration practices.
- Utility Emergency Response Plans and water conservation and reporting.
- Materials, methods, practices, and equipment used in water and wastewater infrastructure maintenance and repair activities.
- Advanced programs and software for work order management, GIS, and automatic meter reading equipment.
- Principles of organization and management, including personnel administration, fiscal management, and budgetary controls.
- Applicable federal and state laws, codes, and regulations, including those related to water and wastewater collections and distribution and treatment.
- Budget, accounting, purchasing practices, contract negotiation, and administration.
- Principles of business correspondence and report writing.

Skill in:

- Use of Microsoft Word and Excel and Operating standard office equipment and a variety of software applications.
- Responding effectively to complex problems; exercising initiative, ingenuity, and sound judgment in solving difficult administrative, technical, and personnel problems.
- Administering and coordinating a variety of diverse work programs and supervising the activities of a group of professionals operating within various disciplines.
- Developing and administering a comprehensive and complex department budget.
- Preparing detailed and comprehensive reports and communicating clearly and concisely, both orally and in writing.
- Construction plan review for conformance with adopted standard.
- Training, motivating, leading, supervising and evaluating personnel.
- Establishing and maintaining cooperative working interpersonal relationships with employees, departments, City Management, City Commission, and the public and resolving conflicts with tact and diplomacy.

Special Requirements: Possess a valid Texas driver's license.

Physical Demands / Work Environment:

- Standard office environment, occasional exposure to environmental hazards and weather.
- Ability to sit, stand, and walk on uneven or unfinished surfaces at construction sites or industrial facilities.
- Safe operation of a government vehicle.

To Apply:

Download the City of Ennis application online at:

<https://www.ennistx.gov/departments/HumanResources/jobs>. Submit the completed application to Human Resources at 107 North Sherman, Ennis, TX 75119. Completed applications maybe e-mailed to humanresources@ennistx.gov or faxed to (972) 875-2301.

AN EQUAL OPPORTUNITY EMPLOYER AND DRUG-FREE WORKPLACE